

## **COMMUNITY SERVICE PROJECT**

This event recognizes PBL chapters that successfully implement community service projects to serve the citizens of their community.

### **COMPETENCIES**

Reports must describe a chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

### **ELIGIBILITY**

Each chapter is eligible to enter a report in this event if they are on record as having paid dues by **March 1** of the current year.

### **PROCEDURES**

An entry form and a copy of the report must be mailed to the state office post-marked no later than the designated deadline.

Written reports must adhere to the following technical requirements:

#### **A. Report Contents**

1. Report must contain a table of contents. A title page, divider pages, and appendices are optional.
2. Report must not exceed 30 pages, including the title page, table of contents, divider pages, and appendices. Front and back covers are not counted in the page limit.
3. Pages must be standard 8 1/2" x 11" paper.
4. Pages must not be laminated or bound in sheet protectors.
5. Reports may be single- or double-spaced.
6. Each side of the paper providing information is counted as a page.
7. Valuable items should not be included with the report. Copies should be sent rather than important original documents.
8. No items may be attached to any page in the report. Scrapbooks and loose or bulky exhibits are not acceptable.

#### **B. Report Covers**

1. Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front cover and a back cover.
2. Report covers must contain the following information: Name of the School; State Chapter; Name of the Event; and Year (200x-200x). They may also contain other information.
3. The report covers are not counted against the page limit.
4. Cut out cover stock covers are allowed, but the page containing the cover information is counted in the page count.
5. Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover.
6. All reports must be bound (e.g. tape binding, spiral binding, etc.).
7. No items, such as labels or decals, may be attached to the front cover.
8. Two- or three-ring binders are not acceptable as report covers.
9. Report covers must not exceed 9 1/2" x 12".

**PROCEDURES (continued)****C. Other**

1. Reports must be prepared by student members, not advisers. State and local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
2. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
3. Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.
4. Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
5. Creativity through design and use of meaningful graphics is encouraged.
6. Entries not adhering to any of the event regulations will be DISQUALIFIED.
7. There will be no oral reports at the State Leadership Conference.

**JUDGING**

Reports will be reviewed by a screening committee to determine if chapters have complied with event eligibility and regulations.

A panel of judges will select the winners. All decisions of the judges are final.

**AWARDS**

A plaque is presented to the first place winner. Certificates are presented to the chapters winning second through fifth places.

**PARTICIPATION AT NATIONAL**

Local chapters winning first and second place at the State Leadership Conference may enter a report at the national level.

# RATING SHEET – MISSOURI PBL



Rank \_\_\_\_\_

School \_\_\_\_\_

## Community Service Project

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Competencies</b>					
Purpose of project <ul style="list-style-type: none"> <li>Statement of project goals</li> <li>Service to the community and its citizens</li> </ul>	0	1-5	6-10	11-15	
Scope and intensity of project <ul style="list-style-type: none"> <li>Planning, development, and implementation</li> </ul>	0	1-8	9-17	18-25	
Uniqueness of project	0	1-3	4-7	8-10	
Benefits to and impact on the community	0	1-7	8-14	15-20	
Evidence of publicity	0	1-2	3-4	5	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Creativity of written presentation, design, and graphics	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	

**Total Points** \_\_\_\_\_ **/100 max.**

**Comments:**

## COMMUNITY SERVICE PROJECT

NAME OF SCHOOL	RANK BY JUDGE	RANK BY JUDGE	RANK BY JUDGE	TOTAL	FINAL RANK (Smaller Number Wins)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

In the event of a tie, the tie will be broken by awarding the higher rank to the person who received more small numbers from the judges.

Example:      ↓ ↓      ✓ Winner  
                  1 2 6 = 9      2  
                  2 3 4 = 9      2      } Tied for second place

If tie remains after this step, judges will make a decision as to the rank to be assigned to the participants.